

HARVARD FILM ARCHIVE

24 quincy st • cambridge ma 02138 • ph 617 495 4700

VENUE REPORT

Main Contact Information

Borrowing institution:

Name of theater/screening venue:

Venue address:

Primary contact name:

Phone:

Email:

Secondary contact name:

Shipping address:

Phone:

Email:

Website:

Venue Information

Type of institution: ☐ Film archive ☐ Museum ☐ Film society ☐ Film festival ☐ Other

International Federation of Film Archives (FIAP) affiliation status: ☐ Member ☐ Associate ☐ Sponsored by FIAP Archive:

Please indicate type of public events that your venue offers (*check all that apply*):

☐ Annual film festival – number of days/weeks: _____ Number of films shown: _____

☐ Ongoing weekly film program – number of films screened per year: _____

☐ Seasonal/irregular screenings – number of films screened per year: _____

☐ Occasional/infrequent screenings – number of films screened per year: _____

Other events and programs (*lectures, classes, etc.*) Please describe and give frequency of screenings:

Other institutions your organization borrows from:

Name:

Email:

Name:

Email:

Name:

Email:

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Projection Information

Are projectionist(s) at your institution: full time, part time, volunteer?

How many projectionists are typically employed for screenings?

Is your projection booth permanently installed or temporary?

Does your institution own or rent the venue in which the films are screened?

Who is responsible for projector maintenance? ☐ Projectionist ☐ Service contract ☐ Other (Please describe)

Who performs inspections before and after screenings?

Are multiple film reels built up into larger reels prior to screening(s)?

Are heads and tails cut from reels prior to screening(s)?

Screening room(s) name and room number:

Describe film projection equipment at your institution:

☐ Dual projector/changeover system: ☐ 16mm ☐ 35mm

☐ Single projector platter system: ☐ 16mm ☐ 35mm

☐ Single projector non-platter, oversized reels: ☐ 16mm ☐ 35mm

Please provide details (make/model# of projectors, do you have multiple booths, etc.):

Are projectors at your institution equipped with variable speed mechanisms? ☐ Yes ☐ No

Aspect ratios that can be projected: ☐ 1.25/Silent ☐ 1.33 ☐ 1.66 ☐ 1.85 ☐ 2.35/Scope ☐ Other

Are written incoming/outgoing condition reports or projectionist reports generated for all projected prints?

☐ Yes ☐ No. (If yes, please provide a sample form)

Is it customary to add cue marks to prints with: ☐ Grease Pencil ☐ Marker ☐ Emulsion scratch ☐ No cue marks are added ☐ Other (please specify):

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Shipping, Receiving and Storage Information

Primary shipping contact:

Position:

Shipping address:

Phone:

Email:

Preferred shipper and account #:

Website:

What safety and handling precautions are taken to prevent damage, theft, piracy or loss of loan film material?
(please specify in detail below):

Where are loaned film prints stored before/after screenings? Are films stored in a climate-controlled film vault or comparably film friendly environment? (please describe):

The HFA requires that film material is returned via FedEx (not ground service) in the same shipping containers in which they were received. Should this not be possible does your institution possess shipping containers and adequate packing material? ☐ Cardboard boxes ☐ Goldberg or metal containers (please describe):

Other than projectionists, who at your institution may be responsible for handling, inspecting, and transporting loaned film prints?

What are the normal receiving hours at your institution?

What are the normal office hours at your institution?

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Safety and Insurance Information

Is film material on loan to your institution covered under an insurance policy? If so, could you provide evidence of said coverage? If yes, please attach a copy of the policy or other proof of insurance:

Please describe the security system in place in film storage areas at your institution: ☐ Key or key-carded locks ☐ Alarms ☐ Both ☐ Not secured ☐ Other? (please describe)

Please describe the fire suppression system in any buildings or rooms where film is stored, and in your projection booth(s):

When returning loaned film prints please see that the boxes/cans are adequately labeled and the material is packed well to avoid damage in shipping. Insure the material at the same value that it was insured for when it was shipped to you.

Loaned film material must be shipped back to the HFA no later than three (3) days after the scheduled play date. You are responsible for both the shipping and the customs costs associated with the return of the print.

Your signature below indicates that you are an authorized agent for this institution, and that the information provided in this report is complete and valid.

Signature	Name (print)	Title	Date
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Please email a PDF of this completed form for the screening venue at your institution to: mhjohns@fas.harvard.edu. Contact person must be a permanent member of the institution's staff.

Borrowers will complete and submit this Venue Report. The HFA will keep the Venue Report on file for three years. Borrower shall update the form as necessary.